2.1   RELATIONSHIP BETWEEN MATERIAL AND BIBLIOGRAPHIC RECORD

Material represents a part of a bibliographic record from a local database where all bibliographic data is stored. If a record already exists in the local database, it is automatically ready within the **Material** class. The record COBISS.SI-ID in the local database is stored under the attribute "COBISS.SI-ID".

If a record does not exist in the local database, you can, in the acquisition procedure, download it from the shared database.

2.1.1   Downloading a record from the shared database to the local database

When adding an item to an acquisition document, you can download the record from the shared database if it does not exist in the local database yet.

Procedure

1. Enter search criteria in the **Search – Bibliographic record** search window, which will open when adding an item to an acquisition document, and click the **COBIB.SI** button to search for records in the shared database.

   The **Search – Bibliographic record (COBIB)** search window containing a list of found bibliographic records will open.

2. Select the bibliographic record.

   A window asking whether you wish to download the record to the local database will open.

3. To download the record, click the **Yes** button.

   The record will be downloaded from the shared to the local database. During this procedure you can also edit local data in the record. The procedure of editing local data is dealt with in the *COBISS3/Holdings User Manual* (see chapter *2.2*).

Options

You can also download a record from the shared database to the local database by highlighting the **Material** class and then selecting the **Class / Record download from shared bibliographic database to local database** method. The procedure of downloading records is dealt with in the *COBISS3/Holdings User Manual* (see chapter *2.1*).

What to do next

Enter the acquisition document item in the **Material** editor.

2.1.2   Displaying the record in the COMARC format

Data about the material can be displayed in the same form as it is stored in the bibliographic database. The display can remain open while you perform other procedures. You can also copy data from the display if required.

Procedure

1. In the **Material** class, find and select the material.

2. Select the **Object / Display the record in the COMARC format** method.

   The **Viewing – Bibliographic record** window will open, where bibliographic data and holdings data for the selected material are displayed.